

**SECURITY OFFICE**

**FUNCTIONS AND ACTIVITIES**

31 October 1954

By authority of Section 102d (3) of the National Security Act of 1947 which states: "...under the direction of the National Security Council - the Director of Central Intelligence shall be responsible for protecting intelligence sources and methods..."; and as assigned to the Security Office by CIA Regulation [REDACTED] (latest revision 10 August 1954) and implemented by entire [REDACTED] of Agency Regulations, the Security Office, under the Director of Security, is responsible for the preparation and execution of the Agency's security program, with the performance of certain security inspection functions and the planning and implementation of emergency measures. In this connection, the Director of Security recommends the establishment of Agency policy relating to security and establishes procedures for their implementation; establishes safeguards necessary to prevent penetration activities by non-authorized individuals; develops domestic counter-intelligence programs for the Agency; obtains and evaluates, through investigations and liaison contacts, pertinent information regarding personnel for employment, assignment or association with the Agency; approves or disapproves, from a security standpoint, the employment or utilization of individuals by the Agency.

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The Director of Security, in discharge of his duties, determines the effectiveness with which security programs and policies are being accomplished; coordinates and engages in policy and program planning of emergency measures; prescribes security policy relating to liaison and contact relationships of Agency officials with others; establishes and maintains necessary liaison with officials of other Government agencies on security matters; investigates reports of violation or non-compliance with security policies or regulations and recommends or initiates appropriate action as may be required. He conducts specialized inspections and investigations and prepares reports to assure proper maintenance of security. He also conducts research in security fields. Trained professional security officers are provided to other Agency components in accordance with the requirements of Agency missions and installations.

The functions and activities of the various divisions and staffs of the Security Office are given in detail in the following sections:

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### ADMINISTRATION AND TRAINING STAFF

This Staff provides the administrative, personnel and training support for all components of the Security Office, both headquarters and field. It establishes, develops and maintains internal administrative policies and procedures; is accountable for all property assigned to the field and certain technical equipment assigned to headquarters; and prepares reports, studies and budget estimates. It formulates specialized security training programs and courses and conducts classes in connection therewith. Such courses include technical instruction peculiar to the Security Office operations, and on-the-job and career management training in close coordination with the Agency's career and training programs and policies.

#### Administration & Support Branch

This Branch provides direct administrative support, including internal policy formulation and guidance, to all Headquarters and Field components of the Security Office as concerns Budget preparation and control, travel and transportation, communication and registry, procurement and accountability of supplies and equipment, and contractual services. The Branch also participates in operational support by maintaining and supervising safehouse facilities and in the procurement and control of documentation for use in clandestine operations.

#### Training Branch

This Branch develops training programs for Security Office personnel, including professional investigators operating under various covers and assigned to [REDACTED], as well as personnel being groomed for Security Officer assignments within and outside the United States. Provides technical instructions peculiar to Security Office operations; provides security guidance and instructions to Agency officials and employees through lectures, consultations and seminars; and provides guidance for "on-the-job" and career management training.

#### Personnel Branch

This Branch provides the normal personnel support including selection, processing and assignment of personnel in the Security Office and thereafter administers employee benefits and career development programs. Due to CE and CI aspects it must directly participate in the recruitment and placement of Security Office covert personnel,

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providing appropriate briefings and "cut-outs" necessary in the transfer of records from other Agencies. It provides recommendations and evaluations of employees for use in promotion actions, position selections and career development. It analyzes and projects personnel requirements in order to maintain proper balance of employee strength with relation to work loads.

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#### SECURITY CONTROL STAFF

This Staff devises, formulates and supervises security policies for the protection of classified information and intelligence material. It makes security determinations and offers guidance with respect to the official contacts of CIA with other government agencies and foreign governments, and to Agency employees as concerns outside personal activities such as publication of writings, delivering speeches, foreign travel and other personal matters in which an element of security might be involved.

#### SECURITY RESEARCH STAFF

Receives, evaluates and develops information for the purpose of preventing penetrations of CIA by foreign intelligence organizations; plans, supervises and controls and carries out to a logical conclusion such operations as are necessary to insure fulfillment of this objective; and studies, devises plans, constructs, conducts experiments with and instructs in the uses of measures, methods and equipment as aids to investigation and interrogation in the practice of counter measures.

#### INSPECTION STAFF

The Inspection Staff conducts security inspections of foreign and domestic CIA installations as directed; performs special inquiries and surveys within CIA where security problems exist; serves as the coordinator within the Security Office for foreign and domestic security officers; makes

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general inspections within the Security Office as required by the Director of Security; makes recommendations concerning the security suitability of non-CIA training facilities, and prescribes necessary security measures incident to their use; monitors the visits or assignments of foreign nationals within CIA buildings; reviews and monitors the security ramifications relative to all Agency classified contracts; reviews and approves requests for the shipment of certain sensitive materials within the United States; and upon request furnishes and coordinates security guidance to other CIA components.

### SECURITY DIVISION

This Division provides overt and semi-covert security service and is responsible for the evaluation and clearance of overt and semi-covert personnel, individuals and organizations proposed for utilization by the agencies. It maintains facilities for technical and specialized interrogation as a security aid. It provides for the physical protection of Agency installations, materials and personnel.

#### Personnel Security Branch

This Branch appraises and analyzes reports of open and semi-covert investigations in order to approve or recommend disapproval to the Director of Security, from a security standpoint, of the employment or utilization of individuals by the Agency. It operates a system of review and re-appraisal of employees and initiates action for termination of open and semi-covert employees constituting security risks. It conducts interviews on security matters, maintains personnel security files, and controls dissemination of personnel security information to other Government agencies. It conducts a program of instructional briefings on security matters concerning employees departing for overseas stations and exit briefings for open and semi-covert personnel leaving the Agency.

#### Physical Security Branch

This Branch establishes physical security standards to safeguard classified information and material in the custody and control of the Agency and protect it from loss, theft or compromise, either by inadvertence or by deliberate intent; safeguards Agency Headquarters installations against penetration by unauthorized persons, or damage by fire or natural disaster. In performing the above, it develops and implements CIA security regulations. It



conducts physical security surveys of overt CIA installations, maintains security control of visitors, operates an over-all badge identification system and directs the operation of a complete guard organization. It reviews violations of security regulations in order to fix responsibility and initiates appropriate action as may be required. The Branch supervises a firearms program for Agency personnel, controlling the issuance and providing instructions in the use and maintenance thereof. It conducts continuous study and research in advanced physical security procedures, techniques and developments.

#### Interrogation Research Branch

This Branch conducts interviews by means of general and special interrogation techniques to augment and assist personnel investigations, as well as to assist in resolving other matters of a security nature. It maintains constant research and study of interrogation techniques used throughout the world for possible application in the CIA security program.

#### SPECIAL SECURITY DIVISION

This Division acts as the covert operational arm of the Security Office and as such is responsible for the investigation of all applicants for overt, semi-covert and covert assignments and for the evaluation of the evidence obtained through investigations of covert applicants to determine their suitability for employment or association with the Agency. It furnishes support to operational activities as requested by completing various support services with its investigative and evaluation facilities involving Headquarters and Field offices and private organizations and individuals under contractual relations. In the performance of the above functions,

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#### Operations Branch

This Branch directs and supervises the investigative, support and clearance activities of the Special Security Division. It processes requests for covert clearances; directs and supervises the investigations upon which clearances are issued or denied; evaluates such investigations; and recommends for or against the granting of covert clearances, as the case may be. It supervises and directs requests from the Security Division for investigations to be used as a basis for clearance by them of open

and semi-covert personnel, as well as miscellaneous overt matters. In addition, this Branch provides support to Agency components through the medium of positive investigative activity and provides support by guidance and advice in the specific areas of projects, labor, and general covert security matters. It supports operating

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secure transmittal of correspondence through postal channels between Headquarters and the Field.

This Branch also furnishes guidance and advice to the Chief of the Division regarding the general over-all activities and performance of the Field offices. It supervises, administers and maintains the custodianship of the covert files and records in accordance with strict security practices. It assists the Chief of the Division in the arrangement of administrative studies and supervises the recruitment processing and activities of auxiliary investigative facilities utilized by the Division.

In addition it is responsible for conducting surveys and studies of various components of the Agency in order to effect improvements in security and cover with regard to their procedures and operations. It reviews Agency project plans from a cover/security standpoint and makes necessary recommendations for improvement.

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Field functions also include overseas and domestic escort missions and courier service; the initial and periodic physical surveys of covert sites; the debriefing of covert personnel; impersonation investigations; and CIA and other Government agencies liaison record check activity.

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TAB D

PRODUCTS OF THE SECURITY OFFICE

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<b><u>Security Patrol Manual</u></b> 25X1A Authority: CIA Regulation (latest revision 26 May 1954) and CIA Regu- lation (latest revi- sion 20 August 1953)	<p>Currently consists of 53 pages in 11 sections.</p> <p>This publication is revised periodically in order to maintain the instructions and contents of the Manual current.</p>	<p>This Manual contains instructions for officials and members of the Security Patrol in discharging their duties and responsibilities in the event of an emergency, including fire, natural disaster, enemy attack, flood, riots, or other circumstances.</p>	<p>100 copies</p>
<b><u>SSD Headquarters Manual</u></b> 25X1A	<p>Currently consists of 256 pages in 5 major sections.</p> <p>This Manual is revised periodically in order to maintain the instructions and contents of the Manual current. In addition, the Manual is supplemented by intermittent instructions in the form of memoranda and Notices.</p>	<p>This Manual contains instructions for officials, supervisors, and Agents of the Special Security Division assigned to Headquarters. These instructions cover not only the specific duties and responsibilities of professional personnel assigned to SSD, but also include the handling of emergencies during off-hours, a guide for personnel reporting to Headquarters, the mission, functions and organization of CIA and its components, Administrative Guide, and Policies, Operations, Procedures of the components of SSD.</p>	<p>87 copies</p>

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<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>SSD Agents Manual</u>	<p>Currently consists of 103 pages in 2 major sections, plus 46 pages in a reference supplement and glossary.</p> <p>This Manual is revised periodically in order to maintain the instructions and contents of the Manual current. In addition, the Manual is supplemented by intermittent instructions in the form of memoranda and Notices.</p>	<p>This Manual contains instructions for all Agent personnel of the Special Security Division assigned to Headquarters and the Field Offices. This Manual contains not only specific instructions for the guidance of Agent personnel in conducting and reporting investigations, but also covers such topics as the organization and Field Office jurisdiction, conduct of Agents, administrative matters, investigative aids, and the use of confidential informants.</p>	215 copies
<u>Security Regulations Manual</u>	<p>This Manual consists of 42 pages and is revised periodically, as warranted.</p> <p>It is currently under revision due to recent changes and additions to the Agency Regulations.</p>	<p>This Manual contains applicable Agency Security Regulation which must be read and observed by Agency employees.</p>	1500 copies

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<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<p><u>Safety Manual</u></p> <p>Authority: The Federal Safety Council was established under E. O. 10194 dated 21 December 1950. CIA Regulation [REDACTED]</p> <p>25X1A</p>	<p>This Manual consists of 66 pages and is issued in three different books, namely: Office Use - Book I, Chapter I and Chapter II, Section 1; Industrial Use - Book II, Chapter I and Chapter II, Sections 1 through 7; Warehousing and Maintenance Use - Book III, Chapter I and Chapter II, Sections 1 through 13.</p>	<p>This Manual contains common sense rules, instructions, and visual aids pertaining to safety practices and procedures. It is distributed to Security Offices who are responsible for implementing the safety program within their individual component.</p>	<p>Approx. 1200 copies of Books I, II and III have been printed since June 1950.</p>

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